

**OVER-THE-COUNTER REVIEW OF  
PRE-CHECK APPROVED DESIGNS****Policy 07-02**

Discipline: All

Effective: 05-22-07

A formally established set of governing statements based on law and code objectives, addressing any aspect of DSA's plan and construction review program that is not clearly addressed by code. Policy also may specify administrative or technical requirements that are not yet addressed within Title 24, but are deemed important and necessary to fulfill code objectives in advance of adoption into the code.

**Purpose:** This Policy is being issued to clarify the eligibility, limitations, and requirements under which DSA will review site specific projects with approved Pre-check (PC) design on "over-the-counter," and the process for requesting and completing Over-the-Counter (OTC) review.

**Background:** DSA has offered Over-the-Counter (OTC) project review for certain types of projects under its jurisdiction by arrangement with DSA Regional Offices. This practice has the advantage of expediting the review and approval process. Originally, it was intended for simple projects using single story modular buildings from the DSA pre-check (PC) database.

**Policy:** Applicants with eligible projects that comply with the requirements in this Policy document may request an OTC review, which will be conducted in adherence to the terms described in this policy.

**1. ELIGIBLE PROJECTS:** Over-the-Counter review is limited to the checking of plans and specifications for the following types of construction projects:

- 1.1** One story modular buildings which are identical to approved modular buildings in the DSA PC database. Non-critical changes may be allowed during OTC in accordance with PC Approval Process ([PR 07-01](#)), Section 4.3.
- 1.2** Lunch/Shade shelters, flag poles, goal posts, and other structures described in Section 1 of PC Approval Process (PR 07-01) that are identical in size and details to a PC in the DSA PC database, and being installed at a specific project site where the design wind speed and seismic forces do not exceed the maximum, and the available soil strength is not less than the minimum specified in the PC. Non-critical changes may be allowed during OTC in accordance with PC Approval Process (PR 07-01), Section 4.3.

**2. LIMITATIONS:** Each appointment for Over-the-Counter review will be limited to a single application meeting the following conditions:

- 2.1** One type of building or one PC (may include accessories such as ramp, landings, etc.),
- 2.2** A maximum of four structures per OTC appointment (additional structures subject to DSA discretion per Section 2.5 below),
- 2.3** A maximum of three sites (all within the same school district),
- 2.4** Direct comparisons with the PC (same type, size, design, etc.),
- 2.5** A maximum time limit of 2 hours for each OTC appointment,

Note: Prior to the start of OTC review, a triage will be performed to assure that the project could be reviewed and approved within the time limit. If not, the project will be taken in as a small project, i.e. complicated site drawings, and/or specifications.

- 2.6 Does not include any two-story PC modular buildings,
- 2.7 Does not include automatic fire sprinkler systems or underground fire water supply lines,
- 2.8 Site work is limited to site preparation only within the new building area with retaining walls less than four feet above the top of foundations and not supporting a surcharge, and
- 2.9 Site improvements in accordance with IR A-9. A geotechnical report is required for site improvement to be used for future retaining walls, underground and above ground structures, and buildings.

**3. OTC APPOINTMENTS:** the Division of the State Architect schedules Over-the-Counter reviews by telephone only. To request an appointment for an OTC review, please call the receptionist at the appropriate DSA Regional Office, as listed below:

San Francisco Bay Area	(510) 622-3101	Los Angeles	(213) 897-3995
Sacramento	(916) 445-8730	San Diego	(858) 674-5400

- 3.1 If a scheduled appointment cannot be kept, DSA must be notified at least one week in advance.
- 3.2 If project architect, structural engineer, or their authorized representative is late by more than twenty minutes, the OTC appointment is subject to cancellation by DSA.
- 3.3 Applicants who repeatedly violate Sections 3.1 and 3.2 above may lose their privilege to OTC appointments.
- 3.4 If any required document (see Section 4 below) is incomplete or missing from the OTC submittal package, the OTC appointment is subject to cancellation by DSA.
- 3.5 Clients will not be allowed to substitute one project for another.
- 3.6 Transferring or trading over-the-counter plan review appointments between clients, architects, or engineers will not be permitted.
- 3.9 Changes to the PC during OTC are limited to the non-critical changes specified in the approved PC documents.
- 3.10 A large single application cannot be broken up into multiple appointments. It will be reviewed either as a small or regular project.

**4. REQUIRED MATERIALS:** The project architect or structural engineer shall prepare an OTC package that incorporates all the required documents listed on [Project Submittal Checklist](#) (form DSA-3) and the OTC Package Checklist in Appendix A of this Policy. The OTC Package shall be submitted at the time of the appointment.

**5. OTC FEE SCHEDULE:** Fees are calculated based on estimated cost, actual cost of contract, and change orders. Fees for OTC projects are identical to those for any other project submitted to DSA.

Use the DSA online fee calculator to calculate the required fees. For "Project Type" field, click on the drop-down button and select "School (K-12)". For projects that only need access reviews, select "Access Compliance". Then key in the cost information. Estimated cost must include total construction cost and all site work.

The web address for the DSA fee calculator is:

<http://www.applications.dgs.ca.gov/dsa/eTrackerWeb/Calinput.asp>

## Appendix A - OTC Package Checklist

<b>A. Administrative Documents</b>		
1	<input type="checkbox"/>	Complete application (Form DSA-1) and filing fee. Estimated cost must include building/structure and all site work. The cost of the building/structure need not be included if the building/structure is being relocated within the same school district. See Section 5 above for fee schedule.
2	<input type="checkbox"/>	The Project Tracking Number (PTN) for coordination with the Office of Public School Construction (OPSC). To obtain a PTN number visit: <a href="http://www.applications.dgs.ca.gov/opsc/projnumgen/proj_track_home.asp">http://www.applications.dgs.ca.gov/opsc/projnumgen/proj_track_home.asp</a>
<b>B. Drawings and Specifications</b>		
1	<input type="checkbox"/>	One signed set of tracings, and one print copy (3 for Oakland office), of site drawings showing building/structure locations, foundations, utility hook-ups, access compliance, etc. The responsible architect or structural engineer must sign all site drawings.
2	<input type="checkbox"/>	Tracings and specifications and one check set (3 for Oakland office) of drawings and specifications for the buildings which are exact duplicates of Item B3. The responsible architect or structural engineer must either sign all drawings or sign a <a href="#">statement of general conformance</a> verifying that they have reviewed the building drawings and that they are appropriate for use.
3	<input type="checkbox"/>	One set of drawings and specifications for an identical building/structure that has been previously approved as a "PC" by DSA (to be used as a "comparison set"). For multiple options PC building, site project professional must circle the selected options and place his/her signatures with registration number. If the site project includes changes from the approved PC, the site project professional must sign all PC drawings.
4	<input type="checkbox"/>	If the project has more than four buildings on one site, the electrical engineer identified on the application shall be responsible for the electrical design and provides his/her signature on the electrical site drawings.
<b>C. Support Documents</b>		
1	<input type="checkbox"/>	Details and back-up information for the fire alarm system as applicable.
2	<input type="checkbox"/>	Geologic hazards report or statement (see <a href="#">IR A-4</a> ).
3	<input type="checkbox"/>	Soil report/letter (not required for design soil-bearing pressure of 1000 psf or less and lateral passive pressure of 100 pcf or less).
4	<input type="checkbox"/>	Copy of test and inspection list (Form <a href="#">SSS-103-1</a> ).
5	<input type="checkbox"/>	One (1) set of structural calculations
<b>D. Waiver of Durability Requirements:</b> submit one of the following		
1	<input type="checkbox"/>	Letter from school district requesting waiver of durability requirements, <u>or</u>
	<input type="checkbox"/>	Show the following statement on DSA-1 Application form, "Request waiver of durability per IR 16-1", dated, and signed by applicant or architect.
<b>E. Relocation Projects:</b> Provide the following to verify the existing buildings are in compliance with DSA requirements. Also see <a href="#">IR 16-1</a> .		
1	<input type="checkbox"/>	Application number from the previous project
2	<input type="checkbox"/>	Module number(s) or serial number(s) from the modular building(s)
3	<input type="checkbox"/>	Final verified report for building and final certification letter
4	<input type="checkbox"/>	The design professional in responsible charge shall verify by appropriate means, subject to DSA approval, and submit a letter certifying that the building conforms to the originally approved plans and specifications and has not suffered structural deterioration or been structurally altered.
<b>F. Fire, Life, and Safety (FLS) and Energy:</b>		
1	<input type="checkbox"/>	Provide letter of certification signed by approved responsible authority for fire follow data and sign off from local fire authority approving fire-flow, fire hydrant, and fire department access. Manual (wet) signature of local fire authority is required on a print of the plot plan sheet of the site drawing set. (See Item B1 above)
2	<input type="checkbox"/>	Code analysis for all existing buildings within 60 feet of the proposed building/structure location (see Item B1 above)
3	<input type="checkbox"/>	Modular buildings must be identified on plans as permanent or temporary (3 years or less). Temporary buildings may have a manual fire alarm system if located at least 20 ft. from other permanent buildings.
4	<input type="checkbox"/>	<b>For Energy:</b> See DSA Bulletin "PRE-CHECK (PC) DESIGNS - ENERGY COMPLIANCE REVIEW, Revised September 15, 2003 ( <a href="http://www.documents.dgs.ca.gov/dsa/bulletins/bulletinrevPC_rev9-15-03.pdf">http://www.documents.dgs.ca.gov/dsa/bulletins/bulletinrevPC_rev9-15-03.pdf</a> ).